This Constitution is the Approved and Official Constitution for:

Club Name: **Society of Asian Scientists and Engineers**
From the **Engineering** Council
Number of Pages: **8**
Date Approved: ____/____/____

**Club Officer**
Position: **President**
Name: **Ricky Bank**
Signature: 
Date: **04/10/17**

**Council Coordinator**
Name: **Tanahiry Escamilla**
Signature: **Tanahiry Escamilla**
Date: **9/10/17**

**Student Association Vice President**
Name: **Gina Nasa**
Signature: **Gina Nasa**
Date: **4/11/17**
The Bylaws and Constitution of the University at Buffalo Club of the Society of Asian Scientists and Engineers

Proposed March 2017
Prepared by: 2016-2017 Executive Board Members
Article I. Name of Organization
The name of this organization shall be the Society of Asian Scientists and Engineers - University at Buffalo.

Article II. Purpose of Organization
SASE is dedicated to the advancement of Asian heritage scientists and engineers in education and employment so that they can achieve their full career potential. In addition to professional development, SASE also encourages members to contribute to the enhancement of the communities in which they live.

SASE’s mission is to

- Prepare Asian heritage scientists and engineers for success in the global business world.
- Celebrate diversity on campuses and in the workplace.
- Provide opportunities for members to make contributions to their local communities.

SASE membership is open to men and women of all ethnic backgrounds.

Article III. Qualification of Membership

Section 1:
Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students.

Section 2:
1. Voting Member
   A. Only undergraduate University at Buffalo Students may be voting members of the club.
   B. Each Voting Member has the privilege to cast one vote in all elections. Members may hold office and may nominate themselves or other individuals for Chapter office.
   C. The voting status of Voting Members and Non-Voting Members cannot be changed in the time frame between nominations and the next academic year.
   D. In order to become a voting member one must attend:
      i. 50% amount of club meetings
      ii. 50% of club events
      iii. 50% amount of community service events

2. Non-Voting Member
A. Any undergraduate and graduate University at Buffalo Students and faculty members may be non-voting members of the club.
B. In order to become a non-voting member one must attend 25% of general body meetings

Article IV. Officers

Section 1:
Only full time undergraduate University at Buffalo students may be officers of the club. All officers must be in good academic standing according to the University at Buffalo to become and stay officers of this club

Section 2:
1. President
   A. Duties of the President
      i. Preside over meetings of the Club/Organization
      ii. Serve as the liaison between the Club/Organization and the SA administrative offices and the National SASE Organization
      iii. Implement initiatives that will benefit and develop the Club/Organization
      iv. Call special meetings of the Club/Organization
      v. Take care that this constitution and the laws of the student body are faithfully executed
      vi. Perform any administrative power or duty not provided for in this constitution

2. Vice President of Internal Affairs
   A. Duties of the Vice President of Internal Affairs
      i. Be recognized by the Student Association
      ii. Assume presidential office upon vacancy
      iii. Assist the President with all responsibilities
      iv. Focus on the growth of club presence, member recruitment and member retention
      v. Act as the liaison between the club, SA administrative offices, the National SASE organization as well as other clubs on campus

3. Vice President of External Affairs
   A. Duties of the Vice President of External Affairs
      i. Assist the President with all responsibilities
      ii. Focus on new ideas that develop the club's corporate relations and other entities that are outside of the school
iii. Act as the liaison between the club, the National SASE organization and other clubs on campus

4. Treasurer
   A. Duties of the Treasurer
      i. Keep complete and accurate account of the Club/Organization’s funds
      ii. Put in requests for use of club funds
      iii. Prepare the annual budget request packet with the President
      iv. Report to the President on all relevant financial matters

5. Secretary
   A. Duties of the Secretary
      i. Take minutes at Club/Organization meetings
      ii. Keep track of membership records
      iii. Maintain complete and accurate records of all Club/Organization meetings
      iv. Report to the President

Article V. Government

Section 1: Meetings
1. There are three types of meetings:
   i. General membership meetings
   ii. Special meetings
   iii. Executive board meetings

2. General membership meetings:
   i. Inform members of upcoming events and changes in the club
   ii. Must occur at least once a month

3. Special meetings
   i. Include but not limited to amendment changes, vacant officer positions, impeachment hearings, re-elections, and/or elections

4. Executive Board meetings
   i. Discussion and planning of upcoming events
   ii. Distribution and deviation of tasks
   iii. Must occur at least once a month

Section 2: Elections
1. Only Voting Members of the Club/Organization may be allowed to nominate and run for office.

2. Officer elections MUST take place before the last day of April of the spring semester of that year.
i. In the event an election is taken place after the last day of classes of the spring semester, the officers who were elected will remain as the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester.

3. A nomination period is to the discretion of the Club/Organization.

4. The election will preside in this order:
   i. President
   ii. Vice President of Internal Affairs
   iii. Vice President of External Affairs
   iv. Treasurer
   v. Secretary

5. The candidate will be elected based on most votes received. Therefore there will be no run-off votes.

6. Candidates may be nominated for multiple positions only if the club approves this prior to the nomination period beginning.

7. The newly elected Executive Board Members will take office on May 1st

Section 3: Impeachment/Removal Process

1. Grounds for removal of an officer are as follows:
   i. Violation of the Undergraduate Student Association (SA) policies
   ii. Violation of the rules and regulation set forth in the current University student rules and regulations
   iii. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club/Organization
   iv. Failure to uphold the provisions of this constitution and bylaws

2. The procedure to call for removal are as follows:
   i. The Executive Board Members will hold a Special Meeting. Only Voting Members who have attended at least 75% of all events, meetings and community service events may attend.
   ii. At this meeting the charges against the offending officer will be presented, as well the offending officer will present their defense
   iii. At the same meeting, a two-thirds (2/3) majority vote from the qualified Voting Members shall decide the removal of the offending officer
   iv. If the offending officer is removed the guidelines in this constitution under officer vacancy are to be followed
   v. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review
Section 4: Resignation/Vacancy of Office

1. In the event an officer wishes to resign:
   i. The resigning officer must inform the current Executive Board Members
   ii. The resigning officer must inform the Student Association administration so that officer information can be updated

2. In the event an officer position becomes vacant:
   i. If the President position becomes vacant, such vacancy shall be filled by the Vice President of Internal Affairs. The current Vice President of External Affairs shall assume the position of "Vice President". This "Vice President" position will assume the roles of both the Vice President of Internal Affairs and the Vice President of External Affairs.
   ii. If either the Vice President of Internal Affairs or Vice President of External Affairs positions become vacant, the Treasurer will be offered the role. If the Treasurer declines the role, the Secretary will be offered the role. If both positions decline the role, the following action must take place:
      i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections

Article VI. Amendments

1. Any Voting Member may propose an amendment to the Club/Organization Constitution.
2. Amendments will be voted on by Voting Members who have attended at least 75% of all events, meetings and community service events
3. A two-thirds (2/3) majority vote must be gained for the amendment to be passed
4. The amendment will put into effect immediately after its approval from the Student Association
5. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.
6. Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator as well as the SASE National Organization for review and approval.

Article VII. Non-Elected Executive Board Members
Section 1:
The Elected Executive Board shall have the power to call for any Non-Elected Executive Board Members that they see fitting to aid in conducting the business of the Club/Organization. Non-Elected Executive Board Members are required to attend Executive Board meetings. Non-Elected Executive Board Members will be treated and regarded as "Executive Board Members" unless otherwise specified.

1. The Non-Elected Executive Board members must be decided upon by the Elected Executive Board Members within the time frame between Elections and the end of the academic semester
   A. In the event that the Non-Elected Executive Board cannot be decided upon within this time frame, the previous Non-Elected Executive Board will remain as officers for the summer. The Non-Elected Executive Board Members must be decided upon by the first of October of the upcoming fall semester.

2. Impeachment of Non-Elected Executive Board Members will follow the same Impeachment process as described in Article 5: Section 3

Section 2:

1. Freshmen Representative
   A. Duties of the Freshmen Representative
      i. Attend Executive Board Meetings and provide a freshmen perspective in planning events
      ii. Act as a liaison between the Executive Board Members that the freshmen student body
      iii. Encourage freshmen students to get involved with SASE

2. Historian
   A. Duties of the Historian
      i. Responsible for photographing events of the Club/Organization
      ii. Maintain record of photographs
      iii. Assist the Marketing Director in using photographs to maintain social media mediums and increase the Club/Organization’s presence on campus

3. Marketing Director
   A. Duties of the Marketing Director
      i. Maintain social media outlets of the Chapter (Facebook, Twitter, etc.) and utilize them to inform members of updates and events
      ii. Responsible for exploring expansion techniques and possibilities
      iii. Responsible for publicity emails to members
      iv. Maintains the official SASE website for the Buffalo Chapter
v. Responsible for creating marketing content (i.e. fliers and brochures)

4. Membership Director
   A. Duties of the Membership Director
      i. Responsible for maintaining records on the attendance of members
      ii. Maintain the SASE Sapphire Point System
      iii. Design initiatives that would improve membership

5. Project Development Director
   A. Duties of the Project Development Director
      i. Maintains and initiates operations of all ongoing club projects
      ii. Oversee project leaders (if any) and update the Executive board on statuses of projects
      iii. Oversee SASE Battle Bot project
      iv. Responsible for recording project history

6. Event Director
   A. Duties of the Event Director
      i. Maintain logistics regarding event performances
      ii. Responsible for submitting room requests and reservations through a Student Life and any other administrations
      iii. Design and coordinate new SASE events that aim to increase SASE’s presence on campus

7. Fundraising Director
   A. Duties of the Fundraising Director
      i. Responsible for making sure that the Club/Organization meets the fundraising quota that is established by the Student Association
      ii. Design and coordinate new SASE fundraisers that aim to increase SASE’s presence on campus
      iii. Maintain logistics regarding fundraiser performances

Article VIII. Fiscal Year
The fiscal year of the Chapter shall begin on August 1st and end on July 31st of each year.

Article IX. Jurisdiction
1. Chapters
   A. There shall only be one SASE chapter per college campus.

Date: ____________________    Secretary: ____________________